Chapter Ten: Reports

This chapter describes the various reports available through IBARS and procedures for printing or viewing them. Many of the reports can be viewed or printed at either the agency level or at the program level. Reports can be generated in HTML, PDF, or CSV output types. Sample reports are located at the end of this chapter.

Reports are located in Publications tab, by selecting either Standard or Agency from the Select dropdown list.

Reporting

Agency Reports:	
CR01	Salary Budget
CR02	Position Funding
CR03	Schedule Information
CRSR	Subschedule Reports
SP	Subschedule Report
CRVA	Validate Agency Version
CR06	Agency Special Fund Report
CR07	Agency Grants Summary Report
CR08	Agency Extraordinary Repairs Report
CR09	Agency Equipment > \$5,000 Report
CR10	Agency IT Equipment > \$5,000 Report
CR11	Compensation Package Validation
CR12	Salary Compensation
CRCP	Capital Projects Agency
CRCS	North Dakota Change Package Summary

Standard Reports:

SR01	Reporting Levels
SR04	Change Package Summary
SR05	Budget Request Summary – Reporting Level
SR06	Budget Validation
SR07	Version Comparison
SR12	Pay Plan Comparison
SR13	Personal Services Budget
SR15	Sample Graph (not used)
SUBSCH1	Subschedule Info
NARR	Narrative Reports

Navigation

Logon=>Publications=>Agency **or** Standard

Using the Windows

From the list of reports, click the report ID of the selected report, choose necessary fields, and click the "OK" at the bottom of the screen.

From the "Report Name" drop down list, select the desired version of the report. For certain reports the user will notice various choices in the Report Name drop down. These are previously saved report profiles with preset column selections.

Choose the desired report profile from the dropdown, or rename the report to have that name appear on the printed report.

If the user desires the report at the agency level or a rollup reporting level, place a checkmark in the Code Type Rollup box. Leave the check box blank to choose a report at a lower reporting level.

Tip

If the Code Type Rollup box is checked, select (All) from the reporting level dropdown for an agency level report and a report for every rollup level. Select one of the two agency names for a report at the agency level OR select individual rollup level reports.

If the Code Type Rollup is unchecked: select (All) for reports of every reporting level or select the desired individual reporting level.

Select the columns desired to appear on the report using dropdowns labeled Columns 2 - 7.

In the Code 1 dropdown, select Major Program to run a report at the major program level. Code 2 is not used.

Click OK to generate the report.

Report Profiles

Creating a New Profile

If the user wishes to save certain column or other report settings, a report profile should be created.

Select an existing report file from the Report Name dropdown and click the Add icon. When the Profile Edit field appears, enter a new name for the profile. Select the desired report settings, such as code type rollup, subschedule, reporting level, and columns. Finally, click the Save icon on the action bar. The new profile will now appear in the Report Name dropdown.

Renaming a Profile

Select the profile from the Report Name dropdown. In the Edit Profile Name box, enter the new name for the selected profile. Click the Rename checkbox. Click the Save icon, and the profile name will immediately update in the Report Name dropdown list.

Deleting a Profile

Select the profile from the Report Name select box. Click the Delete icon from the action bar.

Budget Request Reports

SR05 – Budget Request Summary

Provides budget information for all expenditures followed by all funding sources.

Tip In order to generate a report for the entire agency as well as individual reporting level reports, the report will need to be generated twice. Once with the rollup box checked and the agency name selected, and once with the rollup box unchecked and (All) selected in the reporting level field.

Alternate SR05 Reports

Click the Series box to generate the Budget Request Summary by Line report, which provides expenditures and funding by line.

Click the Agency box to generate the Budget Request Summary by Agency report, which provides a summary by major program, line and funding source.

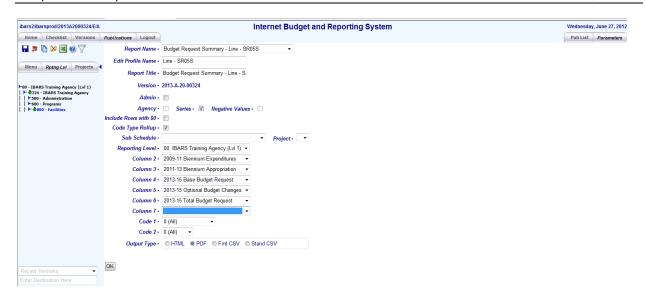
Click the Negative Values checkbox to generate a report showing only negative values, if they are present in the columns selected. This is a useful report when entering current biennium first year expenditures and current biennium budget amounts. This report can be used to verify that no negative amounts exist in the 2011-13 Biennium Balance column.

The SR05 can also be used to generate reports for subschedules in total or by individual subschedule items. Use the subschedule field to select the subschedule. The Project field will appear with a dropdown list of each subschedule item or the option to select all projects.

Examples of the Report Parameters screen and reports are shown below:



2013 Biennium / 06/27/2012 12:38:38 SR05A - Budget Request Summary - Agency - SR05A								
Agency: IBARS Training Agency						Agcy No: 00324		
Reporting Level : null								
1 Object/Revenue	2 2009-11 Biennium Expenditures	3 2011-13 Biennium Appropriation	4 2013-15 Base Budget Request	5 2013-15 Optional Budget Changes	6 2013-15 Total Budget Request	7		
Description Cod	e							
Administration 50	0 875,500	1,056,000	1,104,310	39,016	1,143,326	0		
Programs 60	0 1,610,000	1,900,000	2,257,514	500,000	2,757,514	0		
Facilities 80	385,000	1,145,000	458,045	75,000	533,045	0		
TOTAL BY APPROPRIATION ORGS	2,870,500	4,101,000	3,819,869	614,016	4,433,885	0		
Salaries and Wages 1	920,000	992,000	1,064,992	100,101	1,165,093	0		
	0 445,500	711,000	711,000	438,915	1,149,915	0		
Capital Assets		1,015,000	254,499	75,000	329,499	0		
Grants 6		1,000,000	1,400,000	0	1,400,000	0		
openar regian Ene	300,000	383,000	389,378	0	389,378	0		
TOTAL BY OBJECT SERIES	2,870,500	4,101,000	3,819,869	614,016	4,433,885	0		
Federal Funds FE	550,000	600,000	1,017,027	250,000	1,267,027	0		
General Fund GE	2,220,500	3,401,000	2,785,843	344,016	3,129,859	0		
Special Funds SPE	100,000	100,000	100,000	0	100,000	0		
TOTAL BY FUNDS	2,870,500	4,101,000	3,902,870	594,016	4,496,886	0		
FTE	9.00	9.00	9.00	0.00	9.00	0.00		
Vacant	0.00	0.00	0.00	1.00	1.00	0.00		
TOTAL AUTHORIZED EMPLOYEES	9.00	9.00	9.00	1.00	10.00	0.00		



013 Biennium / 06/27/2012 12:39:40			SR05SRS - Budget	Request Summary -	Line - SR05S		
Agency IBARS Training Agency Program 00 IBARS Training Agency (Lvl 1) Reporting Level 24-000-000-00-00-00-00	000000						
1 Object/Revenue		2 2009-11 Biennium Expenditures	3 2011-13 Biennium Appropriation	4 2013-15 Base Budget Request	5 2013-15 Optional Budget Changes	6 2013-15 Total Budget Request	7
Decription	Code						
10 Salaries and Wages							
Salaries - Permanent	511000	635,000	680,000	700,800	48,000	748,800	
Temporary Salaries	513000	45,000	50,000	50,000	0	50,000	
Fringe Benefits	516000	240,000	262,000	314,192	52,101	366,293	
TOTAL		920,000	992,000	1,064,992	100,101	1,165,093	
MEANS OF FUNDING							
Crisis Child Care	H104	50,000	100,000	117,027	0	117,027	
Federal Funds TOTAL		50,000	100,000	117,027	0	117,027	
State General Fund	001	870,000	892,000	947,965	100,101	1,048,066	
General Fund TOTAL		870,000	892,000	947,965	100,101	1,048,066	
TOTAL		920,000	992,000	1,064,992	100,101	1,165,093	
30 Operating Expenses							
Travel	521000	20,000	24,000	24,000	0	24,000	
Supplies - IT Software	531000	4,500	6,000	6,000	0	6,000	
Postage	541000	15,000	18,000	28,000	0	28,000	
Utilities	561000	25,000	28,000	43,000	0	43,000	
Rentals/Leases-Equip & Other	581000	20,000	20,000	20,000	0	20,000	
Repairs	591000	15,000	15,000	15,000	0	15,000	
IT - Data Processing	601000	18,000	20,000	20,000	0	20,000	
IT Contractual Srvcs and Rprs	603000	0	0	0	500,000	500,000	
Professional Development	611000	328,000	380,000	355,000	20,000	375,000	
Fees - Professional Services	623000	0	200,000	200,000	(81,085)	118,915	
TOTAL		445,500	711,000	711,000	438,915	1,149,915	
MEANS OF FUNDING							
Robert Wood Grant	H107	300,000	300,000	300,000	0	300,000	
DHS IV-E	H110	0	0	0	250,000	250,000	
Federal Funds TOTAL		300,000	300,000	300,000	250,000	550,000	
State General Fund	001	145,500	411,000	411,000	168,915	579,915	
General Fund TOTAL		145,500	411,000	411,000	168,915	579,915	
TOTAL		445,500	711,000	711,000	418,915	1,129,915	
50 Capital Assets							
Land and Buildings	682000	0	650,000	(1)	0	(1)	
Other Capital Payments	683000	30,000	30,000	29,500	0	29,500	
Extraordinary Repairs	684000	200,000	300,000	200,000	75,000	275,000	
Equipment Over \$5000	691000	25,000	25,000	25,000	0	25,000	
T Equip/Sftware Over \$5000	693000	0	10,000	0	0	0	
TOTAL		255,000	1,015,000	254,499	75,000	329,499	

North Dakota Budget Request Summary - Reporting Level ibars2 / 2013A2000324

Salary Reports

CR01 - Salary Budget

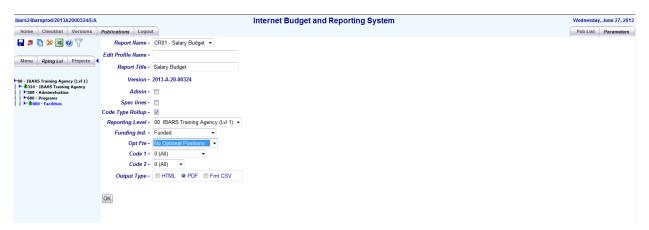
Provides biennial salary and benefit information by position. Information includes position number, name, FTE, new FTE indicator, reporting level percentage, funding source allocation percentage, monthly base, proposed biennial salary and benefits, lump sum payments and salary adjustments. The report can be generated by individual reporting level, rolled up to an agency level or by special line. Additional options can be selected on each of the reports:

Funded Ind box:

- ALL All funded and unfunded positions
- Funded All funded positions only
- Unfunded Do Not Post All unfunded positions only

Opt FTE box:

- All Positions All base budget and optional positions
- No Optional Positions Base budget positions only
- Only Optional Positions



Salary Bud	m / 06/27/2012 12:45:42 Idet					CR01 - S	,						
•	Training Agency												
Version: 2013	• • ,												
Program: 1-	IBARS Training Agency (Lvl 1)						Rep	orting Leve	1: 24-000-000	-00-00-00-00-	00000000		
Position	127 110 110 110 110 110 110 110 110 110 11		New	Rpt	Fu	nding D		Monthly	Proposed	Proposed	Total		Salary
Number	Name	FTE		LvI%	Gen	Fed	Spec	Base	Salary	Fringes	Proposed	Lump Sum	Adjustment
Salaries	-												
1000001-1	JIM	1.00		100%	80.00	20.00	0.00	2,500.00	60,000.00	32,846.82	92,846.82	0.00	0.00
1000002-1	BILL	1.00		100%	0.00	100.00	0.00	2,700.00	64,800.00	33,658.50	98,458.50	0.00	0.00
1000003-1	TODD	1.00		100%	100.00	0.00	0.00	2,500.00	60,000.00	32,846.82	92,846.82	0.00	0.00
1000004-1	JAN	1.00		100%	100.00	0.00	0.00	3,000.00	72,000.00	34,876.02	106,876.02	0.00	0.00
1000005-1	TIM	1.00		100%	100.00	0.00	0.00	3,500.00	84,000.00	36,905.22	120,905.22	0.00	0.00
1000020-1	APRIL	1.00		100%	100.00	0.00	0.00	4,500.00	108,000.00	40,963.62	148,963.62	0.00	0.00
1000021-1	MAY	1.00		100%	100.00	0.00	0.00	5,000.00	120,000.00	42,992.82	162,992.82	0.00	0.00
1000022-1	JUNE	1.00		100%	100.00	0.00	0.00	4,000.00	96,000.00	38,934.42	134,934.42	0.00	0.00
1000030-1	TOM	1.00		100%	100.00	0.00	0.00	4,200.00	100,800.00	39,746.10	140,546.10	0.00	0.00
SubTotal								-	765,600.00	333,770.34	1,099,370.34	0.00	0.00
Temporary a	and Other Pay Types												
TEMP-1	TEMP POSITION			100%	100.00	0.00	0.00	4,166.67	50,000.00	5,000.00	55,000.00	0.00	0.00
SubTotal									50,000.00	5,000.00	55,000.00	0.00	0.00
Total		9.00	-						815,600.00	338,770.34	1,154,370.34	0.00	0.00
			=		р.			eneral Fund	738,800,00	298.542.48	1.037.342.48	0.00	0.00
								ederal Fund	76,800.00	40,227.86	117,027.86	0.00	0.00
								pecial Fund	0.00	0.00	0.00	0.00	0.00
					To	tal Repor	ting Le	vel Funding	815,600.00	338,770.34	1,154,370.34	0.00	0.00
						Ag	ency Ge	eneral Fund	738.800.00	298.542.48	1.037.342.48	0.00	0.00
								ederal Fund	76,800.00	40,227.86	117,027.86	0.00	0.00
			_					pecial Fund	0.00	0.00	0.00	0.00	0.00
		FTE 9.00	_			Tot	al Agen	cy Funding	815,600.00	338,770.34	1,154,370.34	0.00	0.00

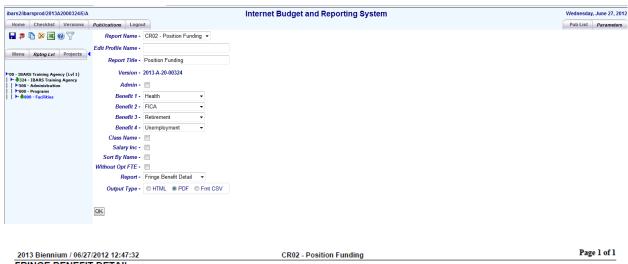
CR02 – Position Funding

Provides two different reports: Total Position Funding and Fringe Benefit Detail. The report choice is selected in the Report dropdown field at the bottom of the window. These reports provide additional position information including job class or job class title. Selections can be made to sort by position number, class name or employee name, and include salary increase or without optional FTE.

The Total Position Funding report provides the salary and benefits as well as the funding source amounts.

The Fringe Benefit Detail report allows a selection of four different benefit types, including Health, FICA, Retirement, Unemployment, Workers Comp, Medicare, Standard Fringe, Life Insurance and Employee Assistance Program. Any four benefit choices can be selected. When the report is generated, remaining benefits are combined into a column titled "Other Benefits."

Tip The CR02 – Position Funding reports do not include any lump sum payments. The lump sum amounts must be added separately to reconcile to the total payroll budget.



FRINGE BENEFIT DETAIL 00324 IBARS Training Agency Version: 2013A2000324

Position												Other
Numbers	Name	Class		FTE	Salary	Benefits	Total	Health	FICA	Retirement	Unemployment	Benefits
1000001-1	JIM	CL0010		1.00	60,000.00	32,846.82	92,846.82	21,278.88	3,720.00	5,556.00	0.00	2,291.94
1000002-1	BILL	CL0010		1.00	64,800.00	33,640.02	98,440.02	21,278.88	4,017.60	6,000.48	0.00	2,343.06
1000003-1	TODD	CL0010		1.00	60,000.00	32,828.34	92,828.34	21,278.88	3,720.00	5,556.00	0.00	2,273.46
1000004-1	JAN	CL0015		1.00	72,000.00	34,857.54	106,857.54	21,278.88	4,464.00	6,667.20	0.00	2,447.46
1000005-1	TIM	CL0021		1.00	84,000.00	36,886.74	120,886.74	21,278.88	5,208.00	7,778.40	0.00	2,621.46
1000020-1	APRIL	CL0112		1.00	108,000.00	40,945.14	148,945.14	21,278.88	6,696.00	10,000.80	0.00	2,969.46
1000021-1	MAY	CL0125		1.00	120,000.00	42,974.34	162,974.34	21,278.88	7,440.00	11,112.00	0.00	3,143.46
1000022-1	JUNE	CL0113		1.00	96,000.00	38,915.94	134,915.94	21,278.88	5,952.00	8,889.60	0.00	2,795.46
1000030-1	TOM	CL8204		1.00	100,800.00	39,727.62	140,527.62	21,278.88	6,249.60	9,334.08	0.00	2,865.06
1000040-1	Vacant	CL4132		0.50	24,000.00	26,032.08	50,032.08	21,278.88	1,488.00	2,222.40	0.00	1,042.80
1000040-2	Vacant	CL4132		0.50	24,000.00	26,032.08	50,032.08	21,278.88	1,488.00	2,222.40	0.00	1,042.80
TEMP-1	TEMP POSITION	NC9031		0.00	50,000.00	5,000.00	55,000.00	0.00	0.00	0.00	0.00	5,000.00
			Total	10.00	863,600.00	390,686.66	1,254,286.66	234,067.68	50,443.20	75,339.36	0.00	30,836.42



2013 Bienniun	m / 06/27/2012 12:48:16			CR02 - P	osition I	Funding					Page 1 of 1
TOTAL PO	SITION FUNDING										
00324 IBARS	Training Agency										
Version: 2013	3A2000324								Fund	ling Breakdow	/n
Position Numbers	Name	Class			FTE	Salary	Benefits	Total	General	Federal	Special
1000001-1	JIM	CL0010			1.00	60,000.00	32,846.82	92,846.82	74,277.46	18,569.36	0.00
1000002-1	BILL	CL0010			1.00	64,800.00	33,640.02	98,440.02	0.00	98,440.02	0.00
1000003-1	TODD	CL0010			1.00	60,000.00	32,828.34	92,828.34	92,828.34	0.00	0.00
1000004-1	JAN	CL0015			1.00	72,000.00	34,857.54	106,857.54	106,857.54	0.00	0.00
1000005-1	TIM	CL0021			1.00	84,000.00	36,886.74	120,886.74	120,886.74	0.00	0.00
1000020-1	APRIL	CL0112			1.00	108,000.00	40,945.14	148,945.14	148,945.14	0.00	0.00
1000021-1	MAY	CL0125			1.00	120,000.00	42,974.34	162,974.34	162,974.34	0.00	0.00
1000022-1	JUNE	CL0113			1.00	96,000.00	38,915.94	134,915.94	134,915.94	0.00	0.00
1000030-1	TOM	CL8204			1.00	100,800.00	39,727.62	140,527.62	140,527.62	0.00	0.00
1000040-1	Vacant	CL4132			0.50	24,000.00	26,032.08	50,032.08	50,032.08	0.00	0.00
1000040-2	Vacant	CL4132			0.50	24,000.00	26,032.08	50,032.08	50,032.08	0.00	0.00
TEMP-1	TEMP POSITION	NC9031			0.00	50,000.00	5,000.00	55,000.00	55,000.00	0.00	0.00
		To	tal		10.00	863,600.00	390,686.66	1,254,286.66	1,137,277.28	117,009.38	0.00

SR13 - Personal Services Budget

Provides additional payroll detail for each position in each budget year including class code and funding source detail.



2013 Biennium / 06/27/2012 12:52:20 Agency: 00324 IBARS Training Agency SR13 - Personal Services Budget 2013-A-20-00324 Reporting Level: Position Number Name Proposed Fringes Base Salary Base Fringe Lump Sum Adjust. H104 1000001 2013 CI 0010 2 No 20% F - Crisis Child \$6,000,00 \$3 284 68 \$6,000,00 \$3 284 68 \$9 284 68 \$0.00 \$0.00 1000001 JIM \$24,000.00 \$0.00 Fund H104 1000001 2014 CL0010 2 No 20% F - Crisis Child \$6,000.00 \$3,284,68 \$6,000.00 \$3,284.68 \$9.284.68 \$0.00 \$0.00 1000001 JIM 2014 CL0010 \$24,000.00 \$13,138.73 \$24,000.00 \$13,138.73 \$37,138.73 \$0.00 \$0.00 Fund H104 1000002 F - Crisis Child 2013 CL0010 No 100% \$32,400.00 \$16,829.25 \$32,400.00 \$16,829.25 \$49,229.25 \$0.00 \$0.00 Care H104 1000002 CL0010 \$32,400.00 \$16,829.25 \$32,400.00 \$16,829.25 \$0.00 \$0.00 001 1000003 2013 CL0010 No 100% G - State General \$30,000.00 \$16,423.41 \$30,000.00 \$16,423.41 \$46,423.41 \$0.00 \$0.00 TODD 001 1000003 TODD G - State Genera Fund 001 \$16,423.41 CL0010 100% \$30,000.00 \$30,000.00 \$16,423.41 \$0.00 \$0.00 1000004 2013 CL0015 No 100% G - State General \$36.000.00 \$17.438.01 \$36,000.00 \$17.438.01 \$53,438,01 \$0.00 \$0.00 001 1000004 2014 CL0015 No 100% G - State General \$36,000.00 \$17,438.01 \$36,000.00 \$17,438.01 \$53,438,01 \$0.00 \$0.00 1000005 2013 CL0021 No 100% G - State General \$42,000.00 \$18,452.61 \$42,000.00 \$18,452.61 \$0.00 \$0.00 Fund 001 1000005 2014 CL0021 No 100% \$42,000.00 \$18,452.61 \$42.000.00 \$18.452.61 \$60.452.61 \$0.00 \$0.00 2013 CL0112 .6 60% G - State General \$32,400.00 \$12,289.09 \$32,400.00 \$12,289.09 \$0.00 \$0.00 No 001 1000020 2014 CL0112 .6 No 60% G - State General \$32,400.00 \$12,289.09 \$32.400.00 \$12.289.09 \$44,689,09 \$0.00 \$0.00 1000040 100% \$0.00 Fund 001 1000040 2013 CL4132 Yes 100% G - State General \$12.000.00 \$13.025.28 \$12,000.00 \$13.025.28 \$25.025.28 \$0.00 \$0.00 1000040 2014 CL4132 \$12,000.00 \$12,000.00 001 1000040 2014 CL4132 .5 Yes 100% G - State General \$12.000.00 \$13.025.28 \$12.000.00 \$13.025.28 \$25.025.28 \$0.00 \$0.00

10 - 10

Subschedule Reports

CR03 – Schedule Information

Provides reports from posting subschedules. Reports can be generated for the agency, all reporting levels, or individual reporting levels.

Available Posting Subschedule reports:

CAP Capital Projects

EQP Equipment Over \$5,000

EXTR Extraordinary Repairs

GS Grants Summary

ITEQ IT Equip and Software Over \$5,000

OCP Other Capital payments

The Report Parameters screen choices and the related reports are the same for Equipment, IT Equipment, Extraordinary Repairs, and Other Capital Payments. For Capital Projects, the option exists to utilize IBARS to report capital projects planned for a six-year period, the budget request biennium and the two subsequent bienniums. If you have entered planned projects for the 2015-17 and 2017-19 beinniums, you can select those bienniums from the dropdown choices to generate a report that shows planned capital projects over the six-year period. For Grants, an additional dropdown choice exists to display current biennium appropriations for each grant description.

CAP – Capital Projects – Subsequent Bienniums ibars2/ibarsprod/2013A2000324/E/A Internet Budget and Reporting System Wednesday, June 27, 2012 Pub List Parameters Report Name - CR03 - Schedule Information Menu Rptng LvI Projects Edit Profile Name -Report Title - Schedule Information Version - 2013-A-20-00324 Admin -Sub Schedule - CAP Capital Projects Reporting Level - (Agency) Column 2 - 2013-15 Total Budget Request Column 3 - 2015-17 Proposed Projects Column 4 - 2017-19 Proposed Projects Output Type - HTML PDF Fmt CSV Stand CSV OK Page 1 of 1 2013 Biennium / 06/27/2012 10:42:46 CR03 - Schedule Information Capital Projects 00324 IBARS Training Agency Version: 2013A2000324 2013-15 Total 2017-19 2015-17 Budget Proposed Proposed Description Reporting Level **Funding** Priority Line Request **Projects** Projects Buidling Addition - Phase 2 Total Buidling Addition - Phase 2 700 000 Building Addition - Phase 1 50 General Fund 800,000 Total Building Addition - Phase 1 New Building 50 Total New Building Total General Fund 1,000,000 700,000 800,000

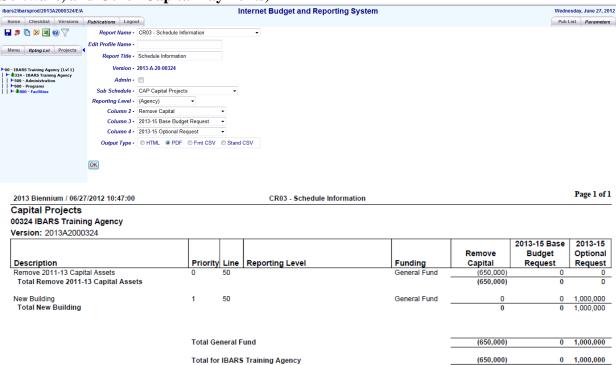
1,000,000

800,000

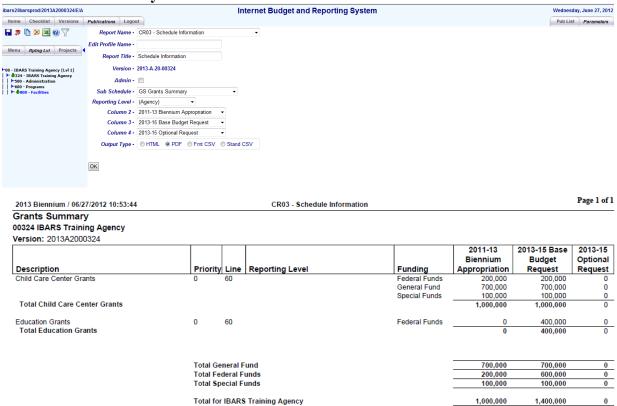
700,000

Total for IBARS Training Agency

CAP – Capital Projects – Budget Request (Same Column Choices for Equipment, Extraordinary Repairs, IT Equipment and Software, and Other Capital Payments)



GS – Grants Summary

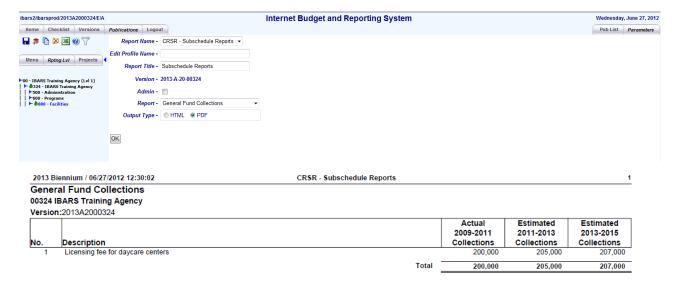


CRSR – Subschedule Reports

Provides reports from the following non-posting subschedules:

- General Fund Collections
- Lease Purchase Agreements
- Licensing, Regulation and Inspection

An example of the Report Parameters screen and resulting report for General Fund Collections is displayed below:



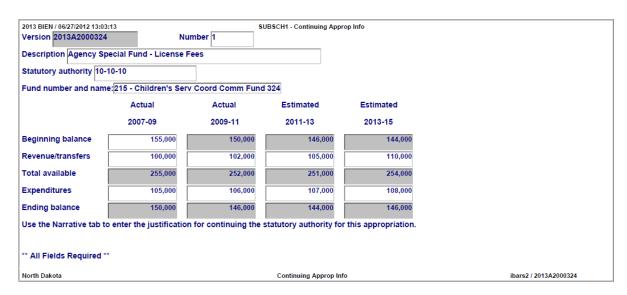
SUBSCH1 - Subschedule Info

Provides a report containing the data entered on the info tabs of the selected subschedules. Samples of the reports are included at the end of this chapter.

In order to generate a report select from the dropdown choices for "Subschedule Type" and "SubSched No."

An example of the Report Parameters screen and resulting report for the Continuing Appropriations subschedule is shown below:





Version Comparison Reports - CR07, CR08, CR09, CR10, and CRCP

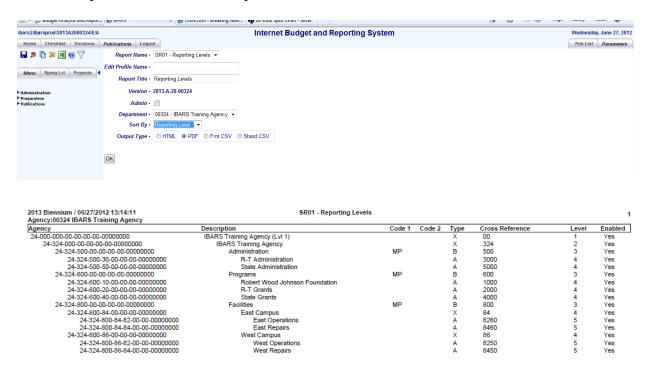
These additional subschedule reports provide a report format similar to the CR03, but allow a comparison of two versions. These reports are useful to compare the amounts included in the Governor's Recommendations Version (R03) to the Agency's Budget Request (B01) for various subschedules.

- CR07 Grants Summary
- CR08 Extraordinary Repairs
- CR09 Agency Equipment Over \$5,000
- CR10 Agency IT Equipment Over \$5,000
- CRCP Capital Projects Agency

Miscellaneous Reports

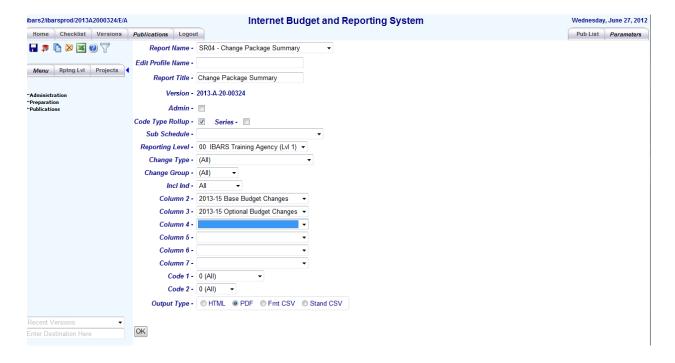
SR01 – Reporting Levels

The reporting levels report can b sorted by description or reporting level number. The structure can be compared to the trees in PeopleSoft, to insure all levels are also included in IBARS.



SR04 - Change Package Summary Report

This report lists all base and optional change packages. It can be generated at the reporting level, at the agency level by marking the Code Type Rollup box, and at the line level by marking the Series box. In addition, the report can be generated separately for each of the change types A through F by selecting the "Chg Grp" dropdown. The reports identify the expenditure account codes and funding sources for each change package. In order to validate the budget request, expenditures and funding must equal for each change package within each reporting level.



2013 Biennium / 06/27/2012 13:16:17 Agency: IBARS Training	Agency		SR04 - Change Package	Junillary			
Reporting Level: 00 IBARS Training		1)					
1 Object/Revenue		2 2013-15 Base Budget Changes	3 2013-15 Optional Budget Changes	4	5	6	7
Description	Code						
Type: A Description: Number: 1 Operating Decreases - Base Bi Group: A EXPENDITURES	udget Limit						
Professional Development Operating Expenses	611000 30	(25,000) (25,000)	0	0	0	0	0
Operating Expenses	30	(23,000)	•	١	۱	١	· ·
EXPENDITURE TOTALS		(25,000)	0	0	0	0	0
MEANS OF FUNDING							
State General Fund	001	(25,000)	0	0	0	0	0
General Fund	GEN	(25,000)	0	0	0	0	0
ND Cassp Project	H108	0	0	0	0	0	0
Federal Funds	FED	0	0	0	0	0	0
		_					
TOTAL FUNDING		(25,000)	0	0	0	0	0
Type: B Description: Number: 1 New Federal Grant for 2013-15 Group: A EXPENDITURES							
Grants, Benefits & Claims	712000	400,000	0	0	0	0	0
Grants	60	400,000	0	0	0	0	0
EXPENDITURE TOTALS		400,000	0	0	0	0	0
MEANS OF FUNDING							
ND Cassp Project	H108	400,000	0	0	0	0	0
Federal Funds	FED	400,000	0	0	0	0	0
TOTAL FUNDING		400,000	0	0	0	0	0
Type: D Description: Number: 1 Optional Extraordinary Repairs Group: A EXPENDITURES							
Extraordinary Repairs	684000	0	75,000	0	0	0	0
Capital Assets	50	0	75,000	0	0	0	0
EXPENDITURE TOTALS		0	75,000	0	0	0	0
MEANS OF FUNDING							
State General Fund General Fund	001 GEN	0	75,000 75,000	0	0	0	0
	GEN		·				
TOTAL FUNDING		0	75,000	0	0	0	0
**************************Change Package*********							

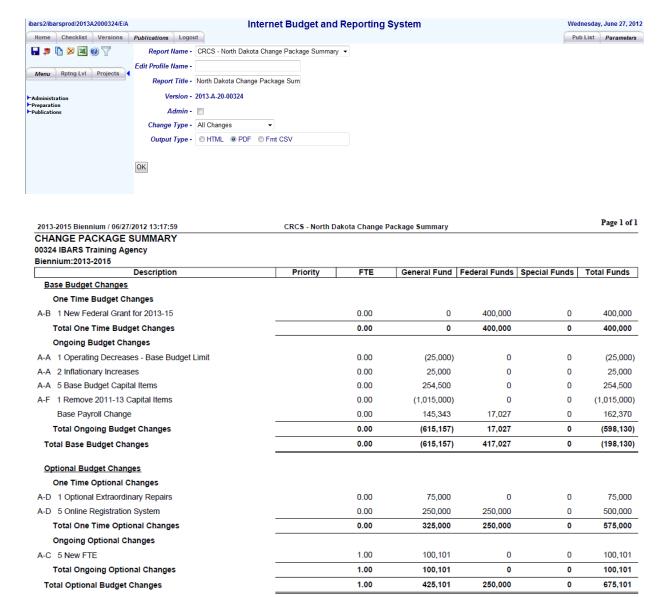
Optional Savings Changes

Total Optional Savings Changes

A-G 1 Optional Savings - Operating Reductions

CRCS - ND Change Package Summary Report

This report summarizes all change packages by type and displays the priority level, FTE, and funding by sources for each change package. The report can show all changes, only base changes, or only optional changes.



North Dakota North Dakota Change Package Summary ibars 2 / 2013A2000324

0.00

0.00

0

0

(81,085)

(81,085)

n

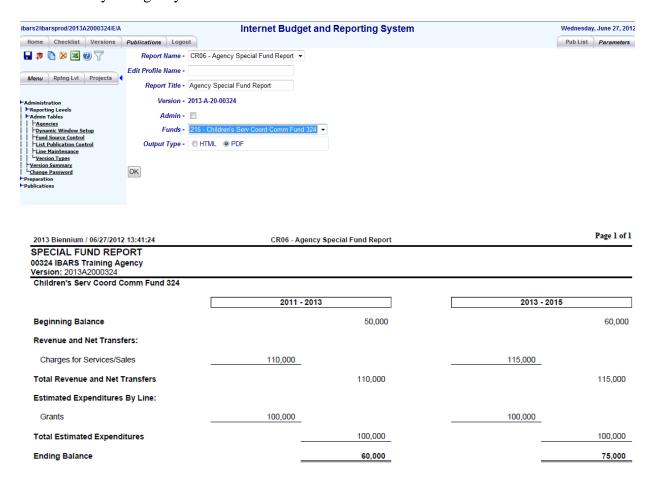
0

(81,085)

(81,085)

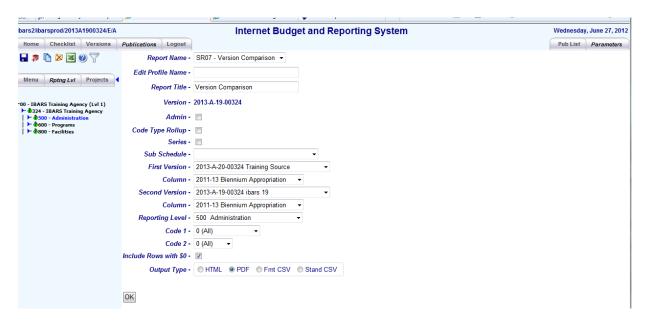
CR06 – Agency Special Funds Report

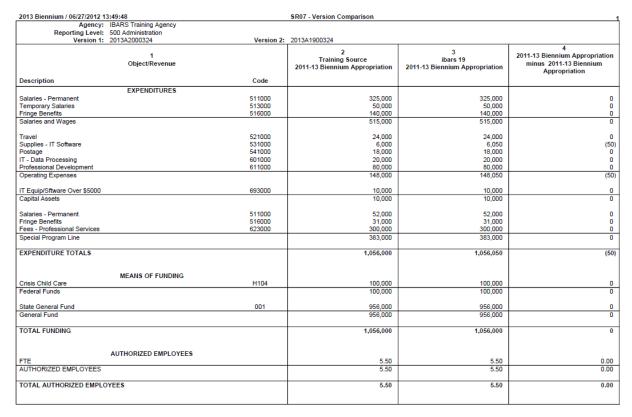
This report provides a two-biennium review of the revenue and expenditure activity of all special funds used by the agency. Individual fund numbers or all funds can be selected.



SR07 – Version Comparison

This report allows an agency to compare amounts in selected columns for two different budget versions. Individual subschedules can be selected in the Subschedule dropdown or, the Budget Request Summary can be selected by leaving that field blank.

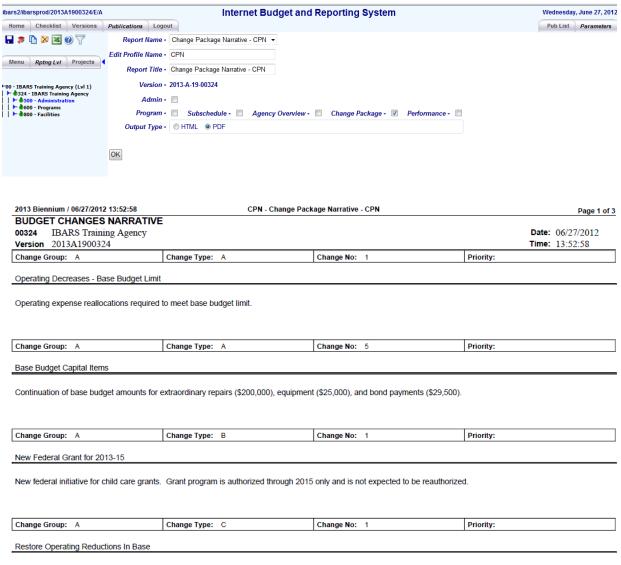




NARR – Narrative Reports

Provides reports containing narrative from various budget subschedules. Mark the box next to a report type to generate that report. Available report types and a brief description are:

- **Agency Overview** provides a report containing all agency-wide narrative including Statutory Authority and Agency Description.
- Change Package Narrative provides the narrative included with each change package.
- **Program Narrative** report provides the narrative entered for each budget program.
- **Subschedule** report provides the narrative entered for each subschedule.
- **Performance Narrative** report provides the agency and program performance measure narratives.

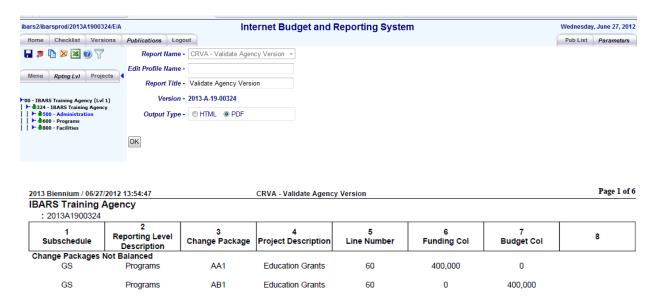


Optional request to restore operating reductions to required to meet base budget general fund limit.

Submitting the Budget Request

CRVA - Validate Agency Version

This report is used to identify validation errors that must be corrected before an agency budget request will be accepted. Contact the OMB budget analyst after running this report for assistance in making the corrections.



SR06 - Budget Validation

This report will identify the reporting level and line ID where errors occur. If a subschedule does not check to complete, refer to this report to identify the validation errors. It will provide an "Error Message" describing where the problem occurs, such as column, subschedule, account code, etc. Contact the assigned budget analyst for assistance correcting errors.

